

# External (Non-MSU) Team Members

This Quick Guide provides instructions for adding an External (non-MSU) team member to a Safety submission.

Navigate to the Team Members SmartForm page.

## Team Members

### 1. Identify each additional person involved in the design, conduct, or reporting of the research: ?

+ Add						
Name	Roles	Job Title	E-Mail	Phone		
 Update	Bryan Harris	Radiation User	Radiation Safety Officer/S	harri126@msu.edu	+15178843309	

### 2. External team member information: ?

+ Add	
Document Name	Date Modified
There are no items to display	

### 3. Training

First Name	Last Name	Training	Date Completed
<b>Bryan</b>	<b>Harris</b>	<b>Radiation Safety Refresher</b>	<b>8/28/2017</b>

If the External (non-MSU) individual does not require log in access to the Click Safety module to view or edit the submission:

1. Identify External (non-MSU) team members in a document (e.g., Word, Excel).
2. Question 2 - select **Add**.

**2. External team member information:**

+ Add

Document Name	Date Modified
There are no items to display	

3. Upload document.

Biosafety external team member form: [https://ehs.msu.edu/\\_assets/docs/bio/external-team-members\\_safety.docx](https://ehs.msu.edu/_assets/docs/bio/external-team-members_safety.docx)

**Submit a Document**
? Help

Title: 
If not provided, the name of the file will be used

\* File:  Choose File

Show Advanced Options

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\* Required

OK

OK and Add Another

Cancel

**Helpful hint:** Identify the External team member in the ‘Title’ data field.

As an example, the document being submitted is titled as the team member's name:

**Submit a Document** Help

Title:  If not provided, the name of the file will be used

\* File:

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\* Required

The document name will be displayed as the title entered during uploading.

**2. External team member information:**

+ Add	
Document Name	Date Modified
<input type="button" value="Upload Revision"/> <span style="border: 1px solid red; padding: 2px;">Barney Rubble</span>	6/27/2018 12:08 PM
<input type="button" value="Upload Revision"/> <span style="border: 1px solid red; padding: 2px;">Fred Flintstone</span>	6/27/2018 12:08 PM

Notes:

- Individuals are listed on the Study Team but DO NOT have view/edit access to the submission.
- You DO NOT need to obtain a NetID for External team members. You only need to obtain a NetID if the individual requires log in access and the ability to view or edit the submission in Click. Otherwise, list External team members on the submission as described above.

If the External (non-MSU) individual requires log in access to the Click Safety module to view or edit the submission:

Click uses MSU NetID login and MFA authentication.

- Obtain a NetID for the individual through the [MSU ID Office](http://idoffice.msu.edu/) (<http://idoffice.msu.edu/> or 517-355-4500).  
Sponsoring department – select the link: <https://netid.msu.edu/other/index.html>; select “**Login-only NetID Request Form for Individuals**” and complete the Qualtrics form.
- The individual must [activate the NetID](#) and login to [auth.msu.edu](http://auth.msu.edu) to establish their MFA credentials.
- The sponsoring department must submit a generic [eARM form](#) to request access as a Click Affiliate. Please include the individual’s department, email, and phone number and the request for access to the Click Safety module as a Click Affiliate (role). Also include the business need for access.
- Once access is granted, the individual will need to log into Click.
- After login, the individual’s name will be available for selection (Question 1) on the Team Members SmartForm page.

Question 1: select **Add**.

## Team Members

1. Identify each additional person involved in the design, conduct, or reporting of the research:

+ Add	Name	Roles	Job Title	E-Mail	Phone
There are no items to display					